

CITY OF BURBANK

ASSISTANT FINANCIAL SERVICES DIRECTOR

DEFINITION

Under general direction, to plan, organize, review, and manage the accounting/operations division of the Financial Services Department; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs all activities within the accounting/operations division of the Financial Services Department; to serve as the department head in the absence of the Financial Services Director; conducts, coordinates, and supervises a variety of financial programs, services, and records; assists in the development and implementation of financial goals, objectives, policies, and procedures; measures accomplishments against stated objectives; researches, develops, and prepares studies, reports, correspondence, and technical materials in accordance with generally accepted accounting principles and legal requirements, including those required for state and federal grants; analyzes and modifies accounting functions, systems, and forms; analyzes existing and proposed ordinances, statutes, resolutions, legislation, and other documents for impact on departmental operations; develops plans to meet future divisional needs; administers bonds; estimates revenues and probable tax yields; establishes and maintains system controls; maintains records of municipal properties; coordinates or supervises the coordination of internal/external audits; reviews literature to keep current on professional data and information; prepares and administers division budget; selects, trains, supervises, and evaluates the performance of staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; resolves employee relation matters; assists and advises the Financial Services Director, City employees, and the public; coordinates activities with other division managers.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles, procedures, and techniques of municipal and utility accounting, auditing, and controls; principles and practices of budgeting, financial administration and reporting; principles of municipal assessment and taxation; revenue forecasting; bond administration; current legislation regulating public finances; the use of present and emerging automated services and technologies; principles and practices of sound personnel management and supervision; statistics and mathematical operations.
- Skill in - organizing, directing, and supervising a finance division; the use of computers; making independent judgements and decisions based upon standard policy or procedures; interacting and communicating tactfully and effectively with a culturally diverse population; gaining cooperation through discussion and persuasion; training staff in assigned duties; fostering a teamwork environment.
- Ability to - analyze, comprehend, and apply departmental and City policies, rules, and regulations to resolve financial and administrative problems; develop, revise, and maintain accounting systems and procedures; prepare, implement, and manage long range financial programs; administer activities within established policy; make accurate revenue estimates; conceptualize financial needs and processes; follow instructions and directions; write clear and accurate reports; operate a computer terminal and other specialized finance-related automation equipment; make public presentations; act as a resource for accounting expertise; establish and maintain effective working relationships with supervisors, fellow employees, and the public; review and evaluate job performance; plan, design, and implement staff training; instruct staff on policy matters and proper safety procedures; interface with computers; interact with the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in accounting, business administration, or related field. Four years of recent experience in governmental financial work, including at least two years of supervisory experience.

License & Certificates: Valid California Class "C" Driver's License or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: CPA and/or a Master's Degree in a related field.